

**IN THE STATE COURTS OF THE REPUBLIC OF SINGAPORE**

**REGISTRAR'S CIRCULAR NO. 4 OF 2018**

**RELOCATION OF THE MAGISTRATE'S COMPLAINTS COUNTER**

1. As part of the State Courts' efforts to streamline our processes, optimise our resources and improve court users' experience, we have set up a one-stop centre for Magistrate's Complaints in the Community Justice Tribunals Division (CJTD) with effect from 2 January 2018.
2. Following the transfer, all Magistrate's Complaints filed by members of the public (whether represented or not) shall be filed at the CJTD Complaints Counter from 2 April 2018. The CJTD Complaints Counter is located at Level 1 of the State Courts Building.
3. The operating hours of the CJTD Complaints Counter are:  
  
Monday to Thursday: 8:30 am to 1:00 pm, and 2:00 pm to 6:00 pm.  
Friday: 8:30 am to 1:00 pm, and 2:00 pm to 5:30 pm.  
  
The CJTD Complaints Counter is closed on Saturday, Sunday and any Public Holiday.
4. For the avoidance of doubt, all remaining complaints<sup>1</sup> (other than Magistrate's Complaints) shall continue to be filed, processed and managed by the Crime Registry, which is located at Level 1 of the State Courts.
5. Court users and members of the public who wish to enquire more about Magistrate's Complaints processes may approach the Information Counter Officer for assistance. They may also call 1800-JUSTICE (1800-5878423) or visit our website at [www.statecourts.gov.sg](http://www.statecourts.gov.sg) for information.
6. For any clarification, please email [contact@statecourts.gov.sg](mailto:contact@statecourts.gov.sg).

Dated this 28<sup>th</sup> day of March 2018.



JENNIFER MARIE  
REGISTRAR  
STATE COURTS

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<sup>1</sup> These include complaints filed by the Police, prosecuting agencies and departments, as well as complaints pertaining to intellectual property offences and offences under the Hire Purchase Act (Cap 125, 2014 Rev Ed).